



Finance Department  
Central Services Division

**INVITATION TO BID  
JANITORIAL SERVICES  
BID NO.: 1215-PW-130**

12/11/15

Name of Bidding Firm: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Bid Opening Time and Date 11:00 a.m., Local Time, Tuesday, January 5, 2016**

*Bids will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.*

**Mandatory Pre-Bid Meeting 10:00 a.m., Local Time, Tuesday, December 29, 2015**

Bid Deposit/Bid Bond: NO  
Prevailing Wage NO  
Performance Bond: YES

**PLEASE MARK THE RETURN SEALED ENVELOPE:**

1. Bid Opening Date and Time
2. Title of Job
3. Bid Number

**RETURN BIDS TO:**

City of Rockford  
Central Services Manager  
425 East State Street, 4<sup>th</sup> Floor  
Rockford, Illinois 61104

***BIDS SUBMITTED BY FASCSIMILE OR E-MAIL WILL NOT BE ACCEPTED***

**BID RESULTS:**

Bid results may be obtained by telephone at 779-348-7164, by fax at 800-380-7174. or at [www.rockfordil.gov](http://www.rockfordil.gov)

## CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.
2. Total versus "Per Item" Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.
3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)—Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.
4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.
5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.
6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.
7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.
9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating

sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. It is the awarded vendor's responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. Certified Payroll. All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via the City's current Certified Payroll reporting system. No paper copies or non-conforming Certified Payroll reports will be accepted. The City reserves the right to withhold payment due to the awarded vendor until the vendor displays compliance with this provision.

27. Substance Abuse Prevention. When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. Apprenticeship Requirement. For construction contracts over \$50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. Indemnification. To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the awarded vendor's performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and

the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. Compliance with Stormwater Management Ordinance and Environmental Consent Decree. Contractor must comply with the City's Stormwater Management Ordinance. For work performed on the stormwater system, including projects only requiring erosion and sediment control measures, acknowledgement of receipt of the USEPA issued Environmental Consent Decree is required. It is also required that the vendor retain all invoices, work orders and/or other records of work performed in drainage areas for three (3) years beyond the end of the consent decree, estimated to be 12/31/2022. These records are subject to audit and are to be made available immediately upon request by the City or the Federal and State Environmental Protection Agency (EPA). Additionally, there may be other records provided that the vendor will be required to keep on file upon request of the City. Violation of this section and with the City's Stormwater Management Ordinance may result in a fine.

34. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

**Acknowledgement of Addenda**

By indicating below, we acknowledge receipt of the addenda listed.

|          |       |      |       |
|----------|-------|------|-------|
| Addendum | _____ | Date | _____ |
| Addendum | _____ | Date | _____ |
| Addendum | _____ | Date | _____ |
| Addendum | _____ | Date | _____ |
| Addendum | _____ | Date | _____ |

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Person, Firm or Corporation

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Authorized Signature and Title

**Acknowledgement of Stormwater Management Ordinance and Environmental Consent Decree**

By indicating below, we acknowledge receipt of the Stormwater Management Ordinance and Environmental Consent Decree. Both documents can be found on the City of Rockford website at <http://rockfordil.gov/public-works/engineering-cip/stormwater.aspx>

I have been provided access to the City of Rockford Stormwater Management Ordinance and the Environmental Consent Decree and agree to comply with the terms outlined therein.

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Person, Firm or Corporation

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Authorized Signature and Title

**BID REQUIREMENTS FOR  
EQUAL EMPLOYMENT OPPORTUNITY**

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.
2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.
3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.  
*Note: The number of employees must be entered under each category (no check marks)*

Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:

Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.

Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, **must provide expiration date entered in the place provided therefore.**
5. Certificate of Non-Barred Bidding
6. All executed Subcontractor/Leased Operator and Supplier forms.

**If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.**

***ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, 5, 6, AND 7, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.***

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: : (779) 348-7396 or [ron.moore@rockfordil.gov](mailto:ron.moore@rockfordil.gov)

**EQUAL EMPLOYMENT OPPORTUNITY**  
**AFFIRMATIVE ACTION PLAN**  
**STATEMENT OF POLICY**

It is the policy of this company, \_\_\_\_\_  
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, \_\_\_\_\_ % of our work force are minorities and \_\_\_\_\_ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

\_\_\_\_\_ is the official who will be responsible for implementing this policy statement.

\_\_\_\_\_ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, \_\_\_\_\_ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

## **STATEMENT OF NONCOMPLIANCE**

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

- a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;
- b. Withholding or delaying payment on the contractor or;
- c. Suspending, avoiding or canceling contract work.

## **CERTIFICATION OF NON-SEGREGATED FACILITIES**

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.



**CERTIFICATE OF NON-BARRED BIDDING**

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

|                      |
|----------------------|
|                      |
| Authorized Signature |
|                      |
| Title                |
|                      |
| Firm                 |

Our firm is a:

Minority Business Enterprise \_\_\_\_\_  
Women Business Enterprise \_\_\_\_\_  
Neither \_\_\_\_\_

City-Certified? Yes \_\_\_\_\_ No \_\_\_\_\_  
City Certified? Yes \_\_\_\_\_ No \_\_\_\_\_

(Revised 12/21/09)

**Subcontractor/Leased Operator of Equipment Detail Form**  
**City of Rockford**

Firms submitting bids must supply information on Subcontractors/Leased Operators of Equipment selected for work on the project specified. It is required that Subcontractors/Leased Operators of Equipment listed below will be utilized for actual construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

| <b>Subcontractor/Leased Operator Information</b>                |       | <b>Type of Work Supplied</b>  |       | <b>MBE/WBE</b>  | <b>Dollar Amount</b> | <b>Subcontract</b>          |
|---|-------|---|-------|---|----------------------|-----------------------------|
| Please provide business name and address, and a contact person. |       | Describe the work the subcontractor/leased operator will perform for this contract. |       | <b>Business?</b>                                      |                      | <b>Percent of Bid Total</b> |
| Name  | _____ |   | _____ | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____             | _____ %                     |
| Address   | _____ |   | _____ |   |                      |                             |
| City, State   | _____ |   | _____ |   |                      |                             |
| Contact   | _____ |   | _____ |   |                      |                             |
| Name  | _____ |   | _____ | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____             | _____ %                     |
| Address   | _____ |   | _____ |   |                      |                             |
| City, State   | _____ |   | _____ |   |                      |                             |
| Contact   | _____ |   | _____ |   |                      |                             |
| Name  | _____ |   | _____ | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____             | _____ %                     |
| Address   | _____ |   | _____ |   |                      |                             |
| City, State   | _____ |   | _____ |   |                      |                             |
| Contact   | _____ |   | _____ |   |                      |                             |
| Name  | _____ |   | _____ | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____             | _____ %                     |
| Address   | _____ |   | _____ |   |                      |                             |
| City, State   | _____ |   | _____ |   |                      |                             |
| Contact   | _____ |   | _____ |   |                      |                             |
| Name  | _____ |   | _____ | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____             | _____ %                     |
| Address   | _____ |   | _____ |   |                      |                             |
| City, State   | _____ |   | _____ |   |                      |                             |
| Contact   | _____ |   | _____ |   |                      |                             |

The bidder intends to Subcontract/Lease Operators of Equipment for \_\_\_\_\_ % of the total contract with MBE/WBE firms.

\_\_\_\_\_  
 Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Supplier Detail Form  
City of Rockford**

Firms submitting bids must supply information on suppliers selected for the project specified. It is required that suppliers listed below will be utilized during construction should the firm be awarded a contract. Any deviations from the list below require notice in writing and approval by the Diversity Procurement Officer, Central Services Manager, or their designee. This form may be duplicated if additional space is necessary, **all pages must be signed, and submitted.**

| <b>Supplier Information</b>                                     |       | <b>Type of Product Supplied</b>                                   | <b>MBE/WBE Business?</b>                              | <b>Dollar Amount of Supply Contract</b> | <b>Supplier Percent of Bid Total</b> |
|---|-------|---|---|---|--------------------------------------|
| Please provide business name and address, and a contact person. |       | Describe the product the supplier will provide for this contract. |   |   |                                      |
| Name  | _____ | _____   | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____                                | _____ %                              |
| Address   | _____ | _____   |   |   |                                      |
| City, State   | _____ | _____   |   |   |                                      |
| Contact   | _____ | _____   |   |   |                                      |
| Name  | _____ | _____   | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____                                | _____ %                              |
| Address   | _____ | _____   |   |   |                                      |
| City, State   | _____ | _____   |   |   |                                      |
| Contact   | _____ | _____   |   |   |                                      |
| Name  | _____ | _____   | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____                                | _____ %                              |
| Address   | _____ | _____   |   |   |                                      |
| City, State   | _____ | _____   |   |   |                                      |
| Contact   | _____ | _____   |   |   |                                      |
| Name  | _____ | _____   | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____                                | _____ %                              |
| Address   | _____ | _____   |   |   |                                      |
| City, State   | _____ | _____   |   |   |                                      |
| Contact   | _____ | _____   |   |   |                                      |
| Name  | _____ | _____   | Y <input type="checkbox"/> N <input type="checkbox"/> | \$ _____                                | _____ %                              |
| Address   | _____ | _____   |   |   |                                      |
| City, State   | _____ | _____   |   |   |                                      |
| Contact   | _____ | _____   |   |   |                                      |

The bidder intends to procure \_\_\_\_\_ % of the total contract from MBE/WBE firms.

\_\_\_\_\_

Signed

Title

Date



**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

| IF the payment is for . . .  | THEN the payment is exempt for . . .  |
|--|---|
| Interest and dividend payments   | All exempt payees except for 7  |
| Broker transactions  | Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012. |
| Barter exchange transactions and patronage dividends                                   | Exempt payees 1 through 4   |
| Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup> | Generally, exempt payees 1 through 5 <sup>2</sup>   |
| Payments made in settlement of payment card or third party network transactions        | Exempt payees 1 through 4   |

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [irs.gov](http://irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

| For this type of account:   | Give name and SSN of:   |
|---|---|
| 1. Individual   | The individual  |
| 2. Two or more individuals (joint account)  | The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup> |
| 3. Custodian account of a minor (Uniform Gift to Minors Act)  | The minor <sup>2</sup>  |
| 4. a. The usual revocable savings trust (grantor is also trustee)<br>b. So-called trust account that is not a legal or valid trust under state law  | The grantor-trustee <sup>1</sup><br><br>The actual owner <sup>1</sup>                                   |
| 5. Sole proprietorship or disregarded entity owned by an individual   | The owner <sup>3</sup>  |
| 6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))  | The grantor <sup>4</sup>  |
| For this type of account:   | Give name and EIN of:   |
| 7. Disregarded entity not owned by an individual  | The owner   |
| 8. A valid trust, estate, or pension trust  | Legal entity <sup>4</sup>   |
| 9. Corporation or LLC electing corporate status on Form 8832 or Form 2553   | The corporation   |
| 10. Association, club, religious, charitable, educational, or other tax-exempt organization   | The organization  |
| 11. Partnership or multi-member LLC   | The partnership   |
| 12. A broker or registered nominee  | The broker or nominee   |
| 13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity   |
| 14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))  | The trust   |

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

JANITORIAL SERVICES

BID NO: 1215-PW-130

**I. GENERAL**

Scope of work consists of furnishing all cleaning materials, finishes, labor, supervision, transportation and equipment to perform janitorial services at the locations below. One or more contracts will be awarded as a result of bids submitted. All prospective bidders may submit bids as follows:

- Groups one and two shall be awarded together as an "all or nothing" award.
- Group three may be bid on separately or included with groups one and two.
- Group three may be awarded separately from groups one and two.

All prospective bidders should submit bids detailing the cost of each individual group and a total price for all groups for which they are submitting bids.

**A. GROUP 1**

1. Rockford Water Division Administrative Offices  
1111 Cedar St.  
Rockford, Illinois 61104
2. Rockford City Yards  
500 S. Independence Ave.  
Rockford, Illinois 61102

**B. GROUP 2**

1. Fire Department Administrative Offices  
204 S. First St.  
Rockford, Illinois 61104 (2nd floor)
2. 9-1-1 Center  
204 S. First St.  
Rockford, Illinois 61104
3. Fire Department Training Academy  
3329 W. State Street  
Rockford, Illinois 61101
4. Fire Department Classrooms  
2323 Sawyer Road  
Rockford, Illinois 61109

**C. GROUP 3**

1. Rockford Department of Human Services Building  
612 N. Church St.  
Rockford, Illinois 61103

D. A mandatory pre-bid meeting and facility walk thru is scheduled for Tuesday, December 29, 2015 at 10:00 AM, beginning at the City Yards, Administration Building, 500 S. Independence Ave. Bids received from vendors who have not attended this meeting will be rejected.

E. Any questions regarding these specifications should be directed to Anne Wilkerson, Financial Analyst, at (779) 348-7466 or [anne.wilkerson@rockfordil.gov](mailto:anne.wilkerson@rockfordil.gov).

**II. GENERAL REQUIREMENTS**

**A. INFORMATION SUBMITTED WITH BIDS:**

All duly completed bids shall be accompanied by the following:

1. Name of on-site supervisor for each building (List names on bid form, and which building(s) they will supervise).
2. Name of employees for each building (List names on bid form, and which building(s) wherein their work will be performed).
3. Reference names and telephone numbers of five firms that you have current contracts with that have similar scopes of work and cleaning duties of the work asked for in this bid spec. List the firms and telephone numbers on the bid form.
4. Proof that the business has been providing similar service for at least the last three years.
5. Proof of adequate manpower and equipment to perform work stated in this bid spec. List on bid form the number of employees that you can provide to clean each location; as well as the equipment you will use to perform the work.
6. State of present workload. (List on bid form current sites with which you have cleaning contracts)
7. Contractor is required to maintain and staff a local office within Winnebago County or within a fifteen (15) mile radius of City Hall.

#### B. EVALUATION OF BIDS

1. An evaluation team, consisting of staff from the Finance and Public Works Departments, will examine all qualified bids.
2. The contracted will be awarded to the lowest responsible and responsive bidder for each group of buildings, as shown on the bid form.

#### C. CONTRACT PERIOD

1. The City shall require a probationary period to determine if the Contractor can perform in accordance with the requirements of the contract and to the City's satisfaction. Such test period will be three (3) months and will be conducted under all terms, conditions, and specifications contained in this specification. A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the contractor or select another.
2. The original agreement will expire one (1) year from the date of award of the contract by the City of Rockford with the possibility of two (2) one-year renewals. Any renewal(s) of this contract annually shall be by mutual consent of both parties. The contractor must submit their intent to renew a minimum of 45 days prior to the expiration of each contract term.

#### D. INSURANCE

Upon execution of the contract, and prior to the vendor commencing any work or services with regard to the project, the vendor shall carry commercial general liability insurance, umbrella liability insurance, and automobile liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the vendor shall provide the City with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01 (or substitute forms providing equivalent coverage) naming the City as Additional Insured thereunder. Additional insured coverage shall apply as primary insurance and be noncontributory with respect to any other insurance afforded to the City. All coverage shall be placed with an insurance company duly admitted in the State of Illinois and shall be reasonably acceptable to the City. All vendor insurance carriers must maintain an A.M. Best rating of "A-" or better. Coverage shall be afforded to the additional insured whether or not a claim is in litigation.

The insurance coverage required above shall be of sufficient type, scope and duration to ensure coverage for the City for liability related to any manifestation date within the applicable statutes of limitation and/or repose which pertain to any work performed by or on behalf of the City in relation to the contract. The following insurance requirements shall apply to the successful firm for the duration of the contract unless explicitly waived by the Central Services Manager:

1. Commercial General Liability. The coverage available to the City, as Additional Insured, shall not be less than \$1 million each occurrence, \$2 million general aggregate (subject to a per project general aggregate provision

applicable to the project), \$2 million products/completed operations aggregate and \$1 million personal and advertising injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

2. Umbrella Liability. The coverage available to the City, as Additional Insured, shall not be less than \$2 million each occurrence, \$2 million general aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
3. Automobile Coverage. The coverage available to the City, as Additional Insured, shall include comprehensive automobile bodily injury and property damage liability coverage for a minimum amount of \$1 million each occurrence, \$2 million general aggregate
4. Workers Compensation. Contractor shall maintain during the life of this contract statutory workmen's compensation and employer's liability insurance for all his employees engaged in work on the job site.
5. Insurance Certificates. Each Certificate of insurance shall provide that the insurer must give the City at least 30 days' prior written notice of cancellation and termination of the City's coverage thereunder. Not less than two weeks prior to the expiration, cancellation or termination of any such policy, the vendor shall supply the City with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of the City as set forth above. All subcontractors to be utilized by the Contractor shall provide Ownership with a Certificate of Insurance naming City of Rockford as additional insured prior to commencement of work by said subcontractor.

#### E. INSPECTION

1. The Property Maintenance Supervisor shall observe and inspect, in the City's interest, the materials furnished and the work completed as the work progresses in order to insure full and complete compliance with the contract.
2. Any method or procedure, which, in the opinion of the Property Maintenance Supervisor, does not achieve the required results or quality of work specified, shall be discontinued immediately upon the order of the Property Maintenance Supervisor.
3. The Property Maintenance Supervisor has the authority to reject any work or material, or any part thereof, which does not conform to the specifications.

#### F. OBLIGATION OF CONTRACTOR

1. The Contractor shall, at his own cost and expense, provide any manner of superintendence; insurance; taxes; labor; materials; equipment; tools; and transportation.
2. The Contractor is also obligated for whatever else may be required to do and complete the work, and shall solely answerable for the same and for the safe, proper and lawful maintenance and use thereof.
3. The Contractor shall protect the work from damage, and make good all injury to the same.
4. The Contractor shall employ only competent employees that are capable of comprehending the scope of work as well as physically able to perform stated scope of work at each location in the time frame stated in this bid specification.
5. The Contractor shall provide an onsite supervisor when more than one employee is required for the job. The assigned supervisor will check each site once a week.
6. It is the Contractor's responsibility to inform all of their workers the contents of the contract specifications, cleaning duties and tasks outlined in this contract, and to make sure that their employees are following all the specifications, cleaning duties and tasks stated in this contract.
7. Any person employed by the Contractor whom the Property Maintenance Supervisor may deem incompetent or unfit (either/or physically or mentally) to perform the work, shall be removed from the job. The type and quality of any implement used on any part of the work shall be such that no injury to the work or to any person shall result from its proper use.

8. Instructions regarding scope of work will be given by the Property Maintenance Supervisor and shall be received and obeyed by the Contractor's on-site supervisor who may have charge of the particular work in reference to which the orders are given.
9. The Contractor shall, (at his own expense), whenever necessary or required, take such precautions as may be necessary to protect life, property, and structures, be liable for all damages occasioned in such a way by his or her act or neglect, or that his or her agents, employees or workman. In addition, the Contractor shall protect all public and personal property and repair any such property damaged or destroyed by him or his employees.
10. The Contractor is also required to put in perfect condition for use, the entire work area, to remove from the site, all rubbish and surplus materials resulting from the work that may have accumulated during its prosecution and to clean up the entire site of work.
11. It is the Contractor's responsibility to ensure that the facilities stated in the contract are cleaned according to the specific job duties outlined in this contract per location.
12. If the contractor has issues (personnel, work area, supplies, etc.) with any of the sites they are responsible for, they should address those concerns in writing to the Property & Equipment Division of the Public Works Department; to the attention of the Property Supervisor and/or the Property & Transportation Operations Manager.

#### G. EXTRA WORK AND PAYMENT FOR EXTRA WORK

1. Extra work shall not be started until authorized by the Property Maintenance Supervisor or his or her designee. Payment for extra work performed without such authorization will not be made. Authorized extra work will be paid at the contract hourly price.

#### H. QUALITY CONTROL

1. The Property Maintenance Supervisor shall make a weekly inspection. If the work done is of poor quality in the opinion of the Property Maintenance Supervisor, he shall give a 24-hour notice to the Contractor to remedy the situation. If the Contractor fails to remedy the situation, the property maintenance supervisor shall have the right to hire another vendor and deduct the cost from the Contractor's payment due or that may become due.
2. In addition to weekly site inspections, the Property Maintenance Supervisor will investigate all issues that are submitted in writing from the designated site supervisors regarding issues with the contractual cleaning crews who maintain their sites.

#### I. EMPLOYEES

1. Contractor must provide each location with the minimum number of cleaning people that are able to perform job duties within stated number of hours per contract specifications. This includes replacing employees who are on vacation, call-in sick, or any other reason they did not report to the location for work.
2. The contractor shall provide an adequate number of competent, reliable and properly trained personnel with sufficient supervision at all time.
3. The City of Rockford will not pay any additional compensation outside of this contract for any additional people the contractor needs to supply each location in order to complete the cleaning duties within the stated cleaning time.
4. All workers must fill out a sign in/sign out sheet at each location, and have a city-employed supervisor initial each signature and time in and time out written by the contractor's employee.
5. The Contractor must provide employees who are neat, clean, sober, and trustworthy and are able to provide the following stated service requirements at each location.
6. Any employees assigned to the 911 center/HQ must have completed a background check before doing any work onsite both permanently or as a fill in.

J. SITE LOCATIONS / JANITORIAL HOURS / MINIMUM NO. OF PERSONNEL

1. GROUP 1

a. City Yards

Admin. Building

Minimum of (2) people cleaning a minimum of 3 hours.

Start time- after 5:00 p.m.

Central Garage/ Building-8

Minimum of (2) people cleaning a minimum of 4 hrs. M-Th.; minimum of 5 hrs. Fri.

Start time – after 3:30pm Building-8

After 3:30pm Central Garage

b. Water Division

Cedar St.

Minimum of (2) people cleaning a minimum of 3 hrs. M-Th.; minimum of 5 hrs. Fri.(noon is an acceptable start time on Fridays due to floor washing Bi-weekly Nov-April and once a month in the summer months.

Start time –after 3:30pm. (This timeframe may need to change with the additional flooring that needs to be mopped.)

c. PSB Garage

400 West State Street

Minimum of (1) person cleaning a minimum of 1 hour M-Fr.

Start Time-after 9:00 a.m.

2. GROUP 2

a. Fire Academy

State St.

Minimum of (2) people cleaning a minimum of 2 hours each on Fridays.

Start time –after 5:00 p.m.

b. Fire Shop

Sawyer Rd.

Minimum of (2) people cleaning a minimum of 1 hour Tuesdays and Thursdays.

Start time –between 7:00 a.m. & 3:30 p.m.

c. 911 Center

First St.

Minimum of (2) people cleaning a minimum of 2 hours Sun.-Sat.

Start time –after 5:00 p.m. (4 hours total)

*The 911 Center must be completely cleaned 7 days a week, including holidays.*

d. Fire Headquarters

First St.

Minimum of (2) people cleaning a minimum of 2 hours M-Fr.

Start time –after 5:00 p.m.

*The same two people can clean Fire Headquarters and 911 M-F.*

3. GROUP 3

- a. Department of Human Services Building  
612 N. Church St.  
Minimum of (2) person cleaning a minimum of 2 hours M-Fr.  
Start Time-after 5:00 p.m.

K. SUPERVISION

1. The Contractor shall maintain adequate, direct on-site supervision over his employees. A local phone number shall be provided to the Property Maintenance Supervisor at which this on-site supervisor can be reached during the day and during the hours janitorial personnel are working. The on-site supervisor shall have at least one-year experience. The Contractor shall provide evidence of this experience along with the bid proposal.
2. Supervision shall be of sufficient quantity and quality to assure:
  - a. Reasonable diligence on the part of such employees in the performance of their duties.
  - b. That each room of the building, except areas exempted from cleaning, are inspected nightly and discrepancies corrected in accordance with specifications before departure of the labor force.
  - c. That employees shall not enter any part of the building at any time outside of regular nightly work hours, except as necessary to carry out their assigned duties.
  - d. That employees shall not congregate or loiter in any area of the building except such areas of the building as may be designated as dressing rooms or lounge areas for their use.
  - e. All Contractor employees, including supervisors, will be required to have a security check by the Rockford Police department prior to receiving authorization to work. The cost of the security check will be borne by the City of Rockford.

L. HOURS

Regular working hours will be established for the Contractor's employees by mutual agreement between the property maintenance Supervisor and the Contractor. In all cases, the work shall be performed between the hours of 3:30pm and 6:00 a.m. with the exception of water division, which allows noon starts on Fridays for floor washing purposes.

M. IDENTIFICATION

The Contractor's employees, while on duty, shall have some form of readily visible personal identification attached or sewn on their work clothing. The on-site supervisor shall wear identification that shall identify him or her as such. The city shall provide (once background checks passed) contractor ID badges.

N. CONDUCT OF EMPLOYEES

The City of Rockford reserves the right to request the removal of any of the Contractor's employees from the cleaning sites, at any time for any reasonable cause. Any such request will be made only to the Contractor of his supervisory personnel. It is agreed (but not limited to) that any one of the following actions by the Contractor's employees is a reasonable cause for removal:

- Employee in any portion of the building in which his presence is not required by his work.
- Employee is lacking proper identification on their work clothing.
- Employee using any telephone in the building, except those designated for the use of the Contractor's employees.
- Employees sitting on any furniture in the public and office areas of the building.
- Employees using any office equipment or supplies in the office areas of the building.
- Employees opening any drawers, cabinets, files, etc., or reading or removing any letters, documents, etc.
- Employees wearing any unusual or obviously inappropriate clothing or makeup while on the job.
- Employee continuing to engage in any loud, boisterous or unprofessional conduct after being cautioned that such conduct is unacceptable.
- Using any personal equipment such as radios, calculators, or coffee pots in the office area of the building. Taking food or drinks from the refrigerators in break areas.

#### O. SUPPLIES

1. The City of Rockford will furnish all expendable supplies for public use in the toilet and washroom dispensers, such as paper towels, toilet paper, and powdered or liquid hand soaps.
2. The Contractor shall use only good quality finishing materials approved in advance by the Property Maintenance Supervisor.
3. The Contractor shall purchase and issue all chemicals in their original containers. Materials that require precautionary warnings shall have affixed to all containers such labels or markings as are prescribed by law, regulatory agencies, or this contract.
4. The Contractor shall verify that all floor finishes, seals, spray buff solutions, and other such chemicals applied to non-carpeted floors provide adequate protection against slippery floors.
5. The Contractor shall submit to the City all Safety Data Sheets (SDS's) for each cleaning powder, solution or any other chemical used at each site. These forms shall be readily accessible and contained in a notebook (in alphabetical order) at each location where cleaning supplies are stored.
6. The contractor shall be responsible for their equipment to be in proper working condition at all times.

#### P. KEYS

1. The Contractor is responsible for all keys anytime they are in the possession of their employees. Keys shall be issued only to the on-site supervisor and they shall not be further issued. The name of the on-site supervisor shall be provided to the Property Maintenance Supervisor immediately after the award of the contract and under no circumstances shall the on-site supervisor be changed unless prior notice of the change- and the name of the replacement on-site supervisor- is given to the Property Maintenance Supervisor.
2. The Contractor's on-site supervisor shall report to the Property Maintenance Supervisor to receive the necessary keys and special instructions prior to the start of the shift. The keys will be returned to the designated area at the completion of the work shift each day. The keys shall not be removed from the vicinity of the building at any time.
3. The Contractor shall be responsible for any unauthorized use or loss of these keys while in the possession of their employees. Loss or damage to any key must be reported to the Property Maintenance Supervisor immediately upon determination that a loss or damage has occurred.
4. The Contractor shall be responsible for securing and locking all facilities that are unoccupied during and after the time the work is being performed.

#### Q. CITY PROPERTY

All office equipment, such as calculators, telephones, typewriters, adding machines, computers, and other devices shall not be touched except telephones, when they are being cleaned.

#### R. LIGHTS

All lights in office areas and restrooms shall be turned off upon completion of the services unless occupied.

### III. CLEANING SPECIFICATIONS

#### A. Performance of Service

It is the intent of this section to provide standards for cleaning or minimums required to maintain the building in a "Like New" condition. It is not intended they be all encompassing or so definitive they cannot be changed. If the contractor has a better way that accomplishes the same purpose in a superior manner, then he will be expected to use it. The Contractor is required to use machines that do not mark or damage walls, and vacuum cleaners strong enough to remove dirt embedded in carpeting.

#### B. Dusting (Damp Dusting and hand Dusting)

Use of Materials- The above terms are to be considered synonymous and refer to the removal of dust and soil from furniture and equipment services as required in specifications.

1. Treated dust cloths are to be used for dusting.
2. At the end of each work period, the cloths that have been used shall be put aside in a central container for laundering or disposed of by contractor.

#### C. General Routine for Dusting (Daily)

1. All horizontal surfaces that can be reached while standing on the floor shall be dusted as described above.
2. Any horizontal surface covered with or obstructed by papers, files, records of all kinds, etc., are exempted from the above, so long as they are so covered or obstructed. NOTE - care should be taken not to disturb any of the above exposed items.
3. Any and all bathroom ceilings deemed reachable with an acceptable duster with extension wand.

#### D. General Routine for Dusting (Once Each Week)

1. All vertical surfaces of furniture and equipment shall be dusted.
2. This includes the sides, legs, and kneeholes of desks: the sides, backs, and legs of chairs: and the fronts and sides of filing cabinets and other office equipment.
3. Telephones will have soil and fingerprints removed from the hand piece and around the faceplate using a disinfectant cleaner.
4. Telephones, file baskets and other light weight objects that can be lifted or moved aside shall be moved, and the surface underneath of them shall be dusted, and the object be replaced in its original location. NOTE: office equipment such as typewriters, adding machines, calculators, computers, etc., will not be moved by the Contractor's employees when performing the dusting procedure.

#### E. Maintenance of non-Carpeted Floors

1. Floors shall be carefully dust mopped and damp mopped.
2. All black marks shall be removed.
3. All but the faintest scuffmarks shall be removed.
4. If any buildup of wax becomes visible, it shall be removed.
5. Any spots or spillage that can be removed with a damp cloth or mop will be removed nightly.
6. Chewing gum will be removed nightly.
7. No mop streaks from improper rinsing or dirty equipment will be permitted.
8. Mop strings will be removed immediately from the floor.
9. Finishes shall be applied in a competent manner as required to protect the floor surfaces (avoid buildup from over application in non-wear areas) and to maintain a reasonably bright non-slip surface.
10. When dust mopping, damp mopping, spray buffing or scrubbing cannot maintain the surface, then the floors shall be stripped and new finish applied.
11. Stripping and refinishing shall be required when any floor finish has become as dirty as to affect appearance. The criteria for this paragraph is that if a floor has a mottled or uneven appearance as to color, or when a

small area of finish is scrapped or stripped off, there is a substantial difference in color between the finish floor and base floor. This test shall not be applied to terrazzo if no finish (except a sealer) is used.

12. Baseboards, doors, and doorframes shall be kept free of dust, dirt, and soil. All mop marks and splashes shall be removed immediately. Bumping and bruising of these areas by tools or machines is prohibited.
13. Baseboards shall be kept clean and dust free.
14. When liquids are used on the floor, care shall be taken to avoid splashing baseboards and the walls above. If any splashing occurs on the baseboards and/or walls, it shall be promptly removed leaving no traces.

#### F. Maintenance of Carpet & Rugs

All areas of the building, which have carpeting or rugs on the floor, shall be serviced in the following manner:

1. The first objective of the worker performing this service shall be to remove all visible trash, debris, dust, footprints and spots or smears of foreign substances from all areas of the carpet.
2. Some of the above- scraps of paper, rubber bands, paper clips, etc., may be advantageously picked up by hand.
3. Spots or smears shall be given individual attention and appropriate cleaning procedures used for their removal.
4. After the above have been performed, a vacuum cleaner shall be run over areas that may have been walked on during the day. This machine shall be comparable in efficiency to the "Hoover Commercial Vacuum Cleaner" and at least two passes shall be made on the surface cleaned.
5. If furniture is moved in this operation or the one listed below, care shall be taken not to cause damage, (i.e., shoving an armchair under a desk or table, and striking the desk or table with the arm of the chair).
6. Each Week:  
The entire surface of the carpeting or rug shall be vacuum cleaned as mentioned above, at least twice. Corners and edges will be closely checked to be sure there is no visible debris.
7. Each thirty (30) days (or sooner if required for good appearance):  
The corners and edges of all carpeting will be vacuumed with a suitable crevice tool.

#### G. Maintenance and Cleaning of Marble and Terrazzo

Because of the extensive use of terrazzo and marble in the buildings and the fact that most of the public areas are so floored, it is required that the highest, feasible degree of care be used cleaning these surfaces.

##### 1. Prohibited Cleaning Materials

The following types of cleaners shall never be applied to terrazzo or marble either by design or by accident:

- a. Any acid type cleaner
- b. Any type of sweeping compound
- c. Any powdered cleaner
- d. Any cleaner with a pH factor of 10.0 or more
- e. Any cleaner containing free alkali

**CAUTION:** If any of the above cleaners are to be used or stored in any of the buildings listed in this bid specification, and must be carried over the terrazzo or marble floors, be very careful of accidental spillage, and be prepared to clean up such spillage immediately. (Example: Bowl cleaners are highly acidic).

##### 2. Prohibited Cleaning Methods

- a. No oil treated mops or cloths will be used for dust mopping these floors.
- b. No highly abrasive pads or brushes shall be used for buffing or scrubbing.
- c. Floors shall never be buffed until loose soil has been removed with a damp mop, or an oil free dust mop.
- d. Marble Trim: In all locations where marble trim is used and is subject to handprints, spotting, etc., it will be damp cleaned.

#### H. Trash Disposal

This section covers the handling of all trash from the spot where it is first encountered by Contractor's employees through final disposal by the Contractor.

1. Trash baskets shall be emptied each night and wiped out with a damp cloth. Plastic trashcan liners are to be used and provided by the Contractor and they are to be proper size to fit the container.
2. Cleanliness of the containers is the responsibility of the Contractor. Care shall be taken not to spill the contents or create dust.
3. Trashcan liners are to be placed in a drip proof container for transport to dumpster. Care shall be taken not to strike walls or furniture, and they shall be replaced in the same spot from which they were moved.
4. Any trash baskets that are badly soiled or abused by the building occupants shall be reported to the Property Maintenance Supervisor or his representative.
5. All other trash (or waste) whenever found shall be removed and disposed. Boxes, crates, boxes of books, paper, etc. meant by occupants to be discarded, aside from contents of waste baskets, shall be labeled by occupant "trash", "please discard", etc. If not labeled, it shall not be removed by the Contractor; but shall be brought to the attention of the Property Maintenance Supervisor, in writing. The Property Maintenance Supervisor will then ascertain from the occupant and label it if it is to be discarded. Recyclable items shall be placed in proper recycle container on the property.
6. Paper and plastic items contained within designated recycle bins shall be disposed of in the appropriate receptacles provided by the City, separate from normal trash.

I. Cleaning Specifications Definitions

Damp Mop-Use of 16-32 oz. rope or yarn mop and warm water. Wring out most water until it is damp and mop floor lightly.

Free Rinse- If needed, the floor is rinsed by applying clear water and removing it until the floor is clean, unstreaked and free of all residues from the preceding cleaning action. One or more rinses may be required.

Janitorial Support Area- this includes any room space or area within the building that has been designated wholly or in part, for use by the Contractor in the execution of his duties and for the use or convenience of his employees.

Maintenance of Mopping Equipment:

All mops shall be kept reasonably clean while in use. After use they shall be washed, or rinsed clean, wrung out and hung up.

All buckets and wringers used shall be emptied, rinsed and left empty. No material of any sort, water, solutions, or finishes, shall be left or stored in mop buckets after working hours.

No wet or damp mop shall be left in a bucket outside of working hours.

Policing, General- Any area to be policed shall be given a visual inspection by the Contractor. All trash of a size large enough to be picked up by hand shall be removed and disposed of. Any obviously unsightly soil accumulation, wherever found, shall be removed by the most expeditious means. Items to be checked include drinking fountains, ash receivers, and all waste containers in public areas. These shall be dealt with appropriately by emptying and/or wiping off to maintain a good appearance.

Policing, Restrooms- This routine shall consist of a reasonable thorough visual check. Any trash or debris on the floors shall be picked up and disposed of. A check of all dispensers shall be made to assure that there are sufficient supplies on hand. If not, they shall be replenished.

Scrub- The purpose of scrubbing is to remove all surface soil from floors. For small or limited areas, this may be done with a wet mop. For large or general floor areas, a floor machine and mild abrasive pad should be used to agitate the scrubbing solution. In either case the cleaning action shall be followed by a complete pickup of the cleaning solution; the floors "free rinsed" and all soil removed from corners, baseboards, doors, and walls.

Shampoo Carpets- This means any standard, commercially acceptable routine for shampooing carpets, which includes pile lifting, wet shampooing, warm water extraction, followed by pile setting. Dry foam methods are not acceptable.

Skilled labor for Unscheduled Work- this requires making available trained and competent labor to perform various cleaning functions not scheduled herein. The one price quoted shall include the actual cost of the labor, all related labor costs, and the use of regular on-the-job equipment. (If any unusual type of machinery, equipment, or materials is required, this becomes a matter of prior agreement).

Spot Cleaning- The cleaning of small, or limited surface area when soiled. Materials and methods shall be sufficient to accomplish this purpose. After the "spot" has been cleaned and is dry, it shall not present a substantially different appearance from the surrounding surface areas.

Strip- The purpose of stripping is to remove all wax or finishes from the floors. This shall be done with an acceptable stripping material. A floor machine equipped with normal "stripping" pads to assure the complete removal of the old finish. Sufficient handwork shall be done to remove all finish next to baseboards and in corners. The used cleaning solution shall be removed and the floors "free rinsed" and all soil removed from the corners, baseboards, doors and walls.

Sweeping- Sweeping shall be designed to remove all dust and loose dirt from the floors, corners, and baseboards of the area being cleaned. NOTE- No brooms, dust mops, or sweeping compounds containing oily type substances shall be used on any floor in the buildings.

Uniform Surface Appearance- Any surface that has been cleaned or dusted shall be left so that no residue or dirt or cleaner remains. There cannot be any streaking or spotting, and the surface must remain un-mottled.

Vacuum Clean Drapery- Each pair of drapery shall be spread to its fullest width on the supporting rods. Then, using care not to place undue strain on the rods or supports, the entire surface of the drapery shall be cleaned thoroughly with a commercial-type vacuum cleaner equipped with a suitable drapery-cleaning tool. Particular care will be given to the top and bottom edges. This shall be done twice a year.

Wash Light Fixtures- This job requires the fixture to be open and the tubes or globes to be removed. The reflector, glass cover, and tubes shall be washed and dried. Install new tubes if required (City to supply tubes) or reinstall existing tubes, close and secure the cover, and clean the outside of the cover and adjoining trim.

Wet Cloth Dusted- Use a lint free cotton cloth approximately the size of a standard hand towel or equivalent. Cloth shall be damp but not excessively wet. The solution shall be dry to surface touch a minimum of 2-3 minutes after performing this function.

Wet Mop- Use a 16-32 oz. rope or yarn mop and warm water and proper detergent. Wet floor with this solution, but do not flood it. Agitate solution on the floor with the mop, pick up washing solution, and rinse the floor with clean water and dry it, if necessary.

#### J. Schedule of tasks According to Work Area

##### 1. Lobbies, Corridors, Hallways, Stairways, and Entranceways

###### a. Daily

- Hard surface flooring shall be dust mopped, damp mopped and spray buffed.
- All drinking fountains shall be cleaned and polished dry.
- All walls shall be spot cleaned.
- All interior doors and frames shall be spot cleaned.
- All entrance doors and windows shall be cleaned both interior and exterior (inside and outside)
- All interior windows shall be spot cleaned.

- All directory board, signs, display cases, pictures, and frames as well as all horizontal ledges will be dusted and cleaned as appropriate.
  - All entrance mats, rugs, and carpeting will be vacuumed and spot cleaned.
  - All stair treads and landings will be dust mopped and damp mopped. All railings and newel posts will be damp cleaned.
  - All countertops and partitions will be dusted and damp cleaned. Countertops will be disinfected.
  - All waste containers shall be emptied and damp wiped clean.
  - All horizontal surfaces and corners shall be dusted.
  - All vertical surfaces below 6 feet will be dusted.
  - All furniture will be dusted and damp cleaned.
- b. Monthly
- All stair treads and landings shall be thoroughly scrubbed and free rinsed.
  - All stair risers and vertical members of the hand railings shall be damp cleaned.
  - All hard surface flooring shall be thoroughly scrubbed and free rinsed.
- c. Quarterly
- All hard surface flooring will be stripped and resealed. This is to include all of the new flooring in the north end of the building. Specifically, the Control Room, Lab, and new office area. These floors can be waxed.
- d. Bi-Annually
- All rugs, carpeting and runners will be thoroughly vacuumed and shampooed.
  - Lobby and all entrance hardware will be cleaned and polished with an approved cleaner.
- e. Special Care
- Hard surface flooring shall be scrubbed, stripped and resealed or refinished as necessary to maintain an acceptable and constant level of appearance. This will be completed whenever the Property Maintenance Supervisor deems it necessary at no additional charge.

## 2. Bathrooms

### a. Daily

- Entrances and doors shall be spot cleaned.
- Waste containers plus poly-liners shall be emptied and the interiors damp wiped. The exteriors shall be cleaned and/or polished as appropriate for appearance.
- Vanity tops, mirrors, and the exterior of dispensers shall be damp cleaned and dry polished to a uniform appearance.
- The entire surface of any wall, partition or divider adjacent to a urinal shall be damp cleaned and dry polished to a uniform surface appearance. All other partitions, walls, etc. shall be spot cleaned to a uniform surface appearance.
- Toilet fixtures (commodes) shall be thoroughly cleaned by damp wiping all exterior surfaces, and lid (if any) and seat, both of which shall be raised and the undersides damp cleaned and wiped dry. The interior of these fixtures shall be wiped or mopped clean using a mild liquid cleaner (disinfectant cleaner shall be mandatory) the fixtures shall be flushed leaving only clear water in the bowl. The seat and lid shall be left in the "up" position. All metal fittings shall be cleaned and polished dry.
- Urinal fixtures shall be treated as above (item 5). As required, urinal deodorant blocks shall be used and replaced in all urinals, blocks to be furnished by the City of Rockford.
- Washbasins (laboratories) shall be treated as follows: The bowl edges, back splashes and adjacent wall areas shall be damp cleaned and polished dry.
- All soap, towel, and toilet dispensers, etc. shall be refilled properly from City stock.
- If sanitary napkin dispensers are present in the woman's bathrooms, they shall be under the care and control of the Contractor and all monies collected for their sale shall be the contractors. Sales are not to exceed 20 cents each.
- All bathroom floors shall be mopped with a mild disinfectant cleaner and free rinsed. Special attention must be given to the floor under the urinals. Care should be taken to see that all mops, cleaning solutions and rinse water are kept clean. No build-up of dirt or mop marks will be permitted

around the base of walls or in the corners. Finishes or sealers shall not be applied to floors without the consent of the Property maintenance Supervisor or his authorized representative. A separate mop is required for use on bathroom floors shall not be used in any other area of City facilities.

- b. Monthly
    - Floors shall be scrubbed and free rinsed. Baseboards and corners shall be thoroughly cleaned.
  - c. Quarterly
    - All walls in bathrooms shall be washed completely from top to bottom every three months.
3. Garage Areas (City Yards and Water Division)
- a. Daily
    - Water fountains shall be damp cleaned and polished dry.
    - Sweep floor using sweeping compound, includes picking up used oil dri. The City of Rockford will provide sweeping compound.
    - Apply Oil Dri to all oil spills. The City of Rockford will supply the oil dri. Empty all trash containers.
    - Remove all water spills by using a squeegee to direct the water to the nearest drain.
    - Empty and damp wipe cigarette stands.
    - Clean entrance doors, bulletin boards, time clocks and card racks.
  - b. Weekly (Every Tues.-Central Garage at City Yards)
    - Wash the floor using the Central Garage hose. Wash floor complete.
    - Apply oil dri to all oil spills. The City of Rockford will provide sweeping compound.
  - c. Weekly (Every Tues. & Fri. Building 8 at City Yards)
    - Mop the sign section common floor area.
    - This area should take about 1 hour.
  - d. Weekly (Every Mon. & Wed. Building 8 at City Yards)
    - Mop the hallway where the trucks are parked floor area.
    - This area should take about 30 minutes.
4. Locker Rooms and Showers (City Yards, Water Division Buildings, Fire Department)
- a. Daily
    - Sweep and dust mop floors and damp mop.
    - Clean doors, benches, locker doors, and mirrors.
    - Floors in shower stalls shall be scrubbed and free rinsed using a mild disinfectant cleaner.
    - All uniforms and clothing will be picked up and placed in the proper container.
    - All faucets, handles, and showerheads shall be damp cleaned and polished dry.
    - Empty trash containers and replace liners. Clean and disinfect containers and lids.
    - All sinks, commodes, and urinals in shower and locker rooms will be cleaned and serviced with the same standards as contained in Section III of these specifications.
    - Damp clean exterior of hot water heaters including tape and all connecting pipe.
5. Janitorial Support Areas
- These areas are used by the City of Rockford and/or Contractor and his/her employees for storage of supplies and equipment.
- a. Daily
    - At the end of each evening/day's work, all trash shall be removed from these areas; the floors swept or mopped clean, lights turned off and the doors securely closed. No trash is to be left in the trash carts or barrels.
    - All supplies shall be kept neatly stacked and orderly.
    - All equipment shall be properly arranged for storage so that handles and electric cords will not strike or trip persons using the area.
    - No water or other liquid material will be left standing in sinks.
    - All mops shall be thoroughly cleaned, wrung out and properly hung off the floor.
    - Dirty or oily rags and dust mops shall be stored in metal containers.

- Any malfunction or plumbing in these areas will be reported to the Property Maintenance Supervisor or their authorized representative.
6. Office Cleaning
- a. Daily
    - Waste containers shall be emptied and the interiors damp wiped. The exteriors will be cleaned and polished as appropriate for appearance. Waste can liners will be used and replaced as necessary at the contractor's expense.
    - Dust all horizontal surfaces including desktops, furniture, ledges and sills. Care is to be taken when dusting desktops so that damage to machines does not occur. Treated dust cloths are to be used on most surfaces. Use minimal damp dusting.
    - Vacuum all carpets and rugs in traffic lanes.
    - Spot clean doors, walls, and partition surfaces.
    - Spot clean all interior glass in doors and partitions.
    - Dust mop and damp mop all hard surface floors.
  - b. Weekly
    - Damp mop and spray buff all hard surface floors.
    - Vacuum all carpet wall to wall.
  - c. Monthly
    - All hard surface floors to be wet mopped and free rinsed.
    - Dust all picture frames and wall hangings plus the tops of the partitions and doors.
    - Clean telephones with disinfectant cleaner.
  - d. Quarterly
    - Wash all interior windows.
    - Strip and reseal all hard surface flooring.
  - e. Bi-Annually
    - Shampoo all carpeting.
  - f. Annually
    - Once each year the paneled walls in offices will be cleaned and polished using a product that is approved by the Property Maintenance Supervisor.
7. Lunch Rooms and Lounge Areas
- a. Daily
    - Empty waste containers and replace liners and damp wipe both interior and exterior of container.
    - Dust and damp wipe all tables, chairs, vending machines and microwave ovens.
    - Dust mop and damp mop all floors, soiled floor areas shall be damp mopped with a germ killing disinfectant.
    - Dust and spot clean walls and all horizontal and vertical surfaces.
8. Storage Areas
- a. Periodic Cleaning
    - Twice each week police these areas
    - Once a week sweep or dust mop floor
    - Twice per year scrub, clean and polish floors after arranging schedule with the Property Maintenance Supervisor.
9. Specific Cleaning for 911 Center
- a. Daily: Operations and Data rooms must be vacuumed with the 911 Center central vacuum cleaning machine.
  - b. Weekly
    - Empty 911 Center central vacuum cleaning machine.
    - Damp mop the operations and equipment room once a week only.

10. Specific Cleaning for 911 Center & Fire Headquarters

- a. Weekly: Buff tile floors completely once a week

11. Specific Cleaning for Human Services Building

- a. Cleaning Hours and Times: The contractor must be able to adjust to flexible cleaning hours. Human Services has the option to adjust the cleaning hours per their requirements when the cleaning crew can perform their tasks inside of the building.
- b. Daily
  - The tops of the desks shall be cleaned of all visible stains and dusted without disturbing any items on top of desktops during cleaning procedure.
  - Nightly the recyclable bins shall be dumped into the interior green recyclable containers.
- c. Quarterly: All black chairs shall be wet cloth dusted.
- d. Annually (Aug.-Sept.)

The entire carpet inside of the Human Services building shall be steam cleaned, using a steam cleaning carpet machine, once a year by the building-cleaning contractor. If the building cleaning contractor must hire a sub-contractor to perform the carpet cleaning, the sub-contractor must be pre-approved by Human Services prior to performing the work.

JANITORIAL SERVICES  
1215-PW-130  
BID FORM

Name of Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

| Location                               | Cost per Month | Total Annual Cost |
|--|----------------|-------------------|
| <i>Group 1</i>                         |                |                   |
| City Yards-Admin Building              | \$ _____       | \$ _____          |
| City Yards-Central Garage / Building 8 | \$ _____       | \$ _____          |
| Water Division-Cedar Street            | \$ _____       | \$ _____          |
| <i>Group 2</i>                         |                |                   |
| Fire Academy-State St                  | \$ _____       | \$ _____          |
| Fire Shop-Sawyer Rd                    | \$ _____       | \$ _____          |
| 911 Center                             | \$ _____       | \$ _____          |
| Fire Headquarters                      | \$ _____       | \$ _____          |
| <i>Group 3</i>                         |                |                   |
| Human Services                         | \$ _____       | \$ _____          |

Building Supervisors: Please list names of on-site supervisors for each building below.

City Yards-Admin Building \_\_\_\_\_  
 City Yards-Central Garage / Building 8 \_\_\_\_\_  
 Water Division-Cedar Street \_\_\_\_\_  
 Fire Academy-State St \_\_\_\_\_  
 Fire Shop-Sawyer Rd \_\_\_\_\_  
 911 Center \_\_\_\_\_  
 Fire Headquarters \_\_\_\_\_  
 Human Services \_\_\_\_\_

References: Please list the names and phone numbers of 5 firms you are currently providing similar service.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please attach proof that the firm has been providing janitorial services for at least three years.

Manpower and Equipment: Please list below the number of staff you will have available to clean each location, as well as the equipment you will use to perform the work.

City Yards-Admin Building

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City Yards-Central Garage / Building 8

---

Water Division-Cedar Street

---

Fire Academy-State St

---

Fire Shop-Sawyer Rd

---

911 Center

---

Fire Headquarters

---

Human Services

---

Equipment:

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Present Workload: Please list current contracts below.

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\_\_\_\_\_  
Vendor, Person, or Company

\_\_\_\_\_  
Authorized Signature and Title